These instructions apply to land use applications with a requirement for onsite posting of public notification signs. The display of public notice information on a development site helps ensure the surrounding community is aware of opportunities for public comment on land use applications. Permit applicants are responsible for ensuring public notice information is installed and displayed according to these instructions and with applicable law.

**You will be notified by Staff with a date the sign will need to be installed by.**

**SIGN CONSTRUCTION SPECIFICATIONS**

1. The applicant/developer shall erect the sign, as illustrated and described below. Land use signs shall be:
   a. Constructed of 48”x48” 1/2” plywood (or equivalent)
   b. Mounted upon two 4”x4” posts (or equivalent), 4”x4” posts shall be solidly set no shallower than 24” below grade
   c. Signs shall be attached to the posts with minimum of four lag bolts and washers (3/8” diameter and 2” long)
   d. Signs shall have a minimum 36” separation from the ground and not more than 60”
   e. Signs shall use printed black ink, be painted white on all sides, and made of exterior grade ink and material.

2. In unusual circumstances, the Community Development Director may authorize the use of 24”x36” signs constructed of 4 mm corrugated plastic (or equivalent) mounted upon a 1”x2” wood stake (or equivalent).

3. The design, graphics and text displayed upon the sign shall conform to these provisions.

4. The City will supply the applicant with the appropriate verbiage that will printed on the sign.

**NUMBER AND PLACEMENT OF SIGNS**

1. The number and location of signs shall be as specified by the Community Development Director. Typically, one sign per street frontage is required. In unusual circumstances, the Community Development Director may require more than one sign per street frontage, or may require the placement of a sign at an alternative location (such as at a street end where extension of the street will occur with the proposed development).

2. Signs shall be located near, and visible from, the adjacent right-of-way. Signs shall not obscure sight distances at intersections or driveways, or interfere with facilities and equipment such as fire hydrants, utility meters, irrigation systems, etc.

3. The City will place 8.5”x14” laminated notices on the sign throughout the review process (i.e. Notice of Application, Environmental Review, Public Hearing, etc.).

**MISCELLANEOUS PROVISIONS**

1. Some land use applications will have more than one instance during the permit review process when posting of a public notice is required. Subsequent notices can be added to an installed sign.

2. Typically, permit review by City staff will not begin until the required public notice signs are installed.
3. Defaced, vandalized, or destroyed signs shall be replaced

4. Removal of installed public notice signs may occur only after so authorized by the Community Development Director. The applicant shall remove a public notice sign within seven days of authorization to remove the sign.

5. Signs must stay in place throughout the entire permit process.
City of Lynnwood  
Standard Land Use Sign Detail

Notice of Proposed Land Use Action

Project Name: Acme Business Center

Construction of a six story building with retail/office on ground floor (10,000 sq. ft.) and retail and hotel uses above (50,000 sq. ft.). Parking for 300 vehicles will be located within (beneath) the structure. Review includes demolition of one existing structure.

For further information visit the website listed below, call the phone number listed below, or visit the City at the above listed address.

www.ci.lynwood.wa.us/publicnotices  
(425) 670-5410

Community Development | 4114 198th St. SW, Suite 7 | PO Box 5008 | Lynnwood, WA 98046

All fonts 1-inch Arial, except as noted.